

January 20, 1998

VETERINARY SERVICES NOTICE 98-06

Subject: FY 1999 Budget Requests

To: Directors, VS Regions
Directors, CEAH, NVSL, and CVB
Area Veterinarians in Charge, VS

This notice provides guidelines for use in preparing budget requests for FY 1999. Areas will prepare their budgets utilizing the Workload Based Budgeting System (WBBS). Budget requests submitted by the Regions, Centers for Epidemiology and Animal Health (CEAH), National Veterinary Services Laboratories (NVSL), and Center for Veterinary Biologics (CVB) will be prepared at the following levels of assigned baseline amounts:

Level I - 85 percent or less to 95 percent of baseline
Level II - 96 to 100 percent of baseline
Level III - 101 percent and higher (optional)

Area guidelines are covered by Section I below and Attachment A; Regional guidelines are covered by Section II below, Attachments B and D, and Exhibits I and II; and CEAH, NVSL and CVB guidelines are covered by Section III below, Attachment D, and Exhibits I and II; New Initiatives guidelines are covered by Section IV below, Attachment C, and Exhibit III.

I. AREA GUIDELINES

Areas will develop WBBS work plan and budget packages using the automated versions of Forms VS 8-71 through VS 8-77 (including automated Forms VS 8-75B and VS 8-75C). Area WBBS packages will be submitted to the Regional office for review to ensure conformance with regional program directions and guidelines. Refer to Attachment A for further guidelines concerning the preparation of Area WBBS packages.

With the exception of WBBS automated Forms VS 8-75B and 8-75C, Regional Offices will submit all data contained in Area WBBS packages to Resource Management Support (RMS) by March 27, 1998.

II. REGIONAL GUIDELINES

Baseline amounts to be used in preparing FY 1999 budget requests will be provided by RMS to each Regional Director for Area

Delivery (AD), Regional Office Delivery (ROD), and Regional Office Support (ROS). AD baseline amounts will be by program. Separate budgets are not required for Information Technology (IT) personnel.

Regional Directors will determine program needs for FY 1999 by reviewing Area WBBS packages, consulting with unit managers within their organizations, and through any other method they deem appropriate. Referencing the baseline amounts and using Forms VS 8-75B, Budget Request (Baseline), and 8-75C, Budget Level (Baseline), Regional Offices will prepare budget requests for AD (consolidated to include needs for all Areas within the Region), ROD, and ROS at the levels specified above.

As indicated in Attachment B, separate AD budgets will be required for appropriated and non-appropriated funds.

See Attachment B for further instructions to Regional Offices on completing AD, ROD, and ROS budgets; Attachment D for instructions on completing Forms VS 8-75B and 8-75C; Exhibits I and II for a sample copy of the forms.

Regional Offices will submit AD, ROD, and ROS, budget requests to RMS by April 13, 1998.

III. CEAH, NVSL and CVB GUIDELINES

RMS will provide the Directors of CEAH, NVSL, and CVB with baseline amounts for accounts within their organizations for which budgets should be prepared. Referencing these amounts and using Forms VS 8-75B and 8-75C, CEAH, NVSL, and CVB will prepare separate budgets for each account at the levels specified above. A separate budget is not required for IT personnel. (Note: The distribution of CEAH's budget requests to funded programs will be done by RMS.)

CEAH, NVSL, and CVB will furnish a list showing information about the positions included in each budget. For each position included in the budget, the list will show the name of the employee or whether the position is vacant, series and grade, estimated annual salary, and estimated staff years.

CEAH, NVSL, and CVB should see Attachment D for further instructions on completing Forms VS 8-75B and 8-75C and Exhibits I and II for a sample copy of the forms. CEAH, NVSL, and CVB will submit their budget requests to RMS by April 13, 1998.

IV. NEW INITIATIVES

VS continues to promote creativity as it relates to striving to reach our vision with an entrepreneurial spirit. Therefore, the VS Management Team will consider funding a few projects in FY 1999 that have the potential to lead to new services or new programs. Projects must be approved by the respective Director prior to submission. The initiating employee and the Director must be convinced the project results could lead to new services or new programs and agree the employee will be able to redirect time from normal activities to work on the project.

Budget requests for new initiatives must be independent from other budget submissions. See Attachment C for instructions on submitting project proposals for new initiatives and completing Form VS 8-75D and Exhibit III for a sample copy of the form. The proposals and budgets for new initiatives must be received by the RMS staff by April 13, 1998.

V. INQUIRY

Questions regarding WBBS procedures may be addressed to Chuck Hendricks on (301) 734-5083, and all other questions regarding these procedures may be directed to Inez Hockaday on (301) 734-8106.

/s/

Louise Rakestraw Lothery
Director
Resource Management Support
Veterinary Services

Enclosures:

Exhibit I - Budget Request (Baseline System), Form VS 8-75B

Exhibit II - Budget Level (Baseline System), Form VS 8-75C

Exhibit III - New Initiative, Form VS 8-75D

Attachment A - Instructions for Preparing Area WBBS Packages

Attachment B - FY 1999 Budget Instructions for Regional Offices

Attachment C - General Instructions for New Initiative

Proposals

Attachment D - General Instructions for Completing Forms
VS 8-75B and 8-75C

EXHIBIT I

Exhibit I is a sample budget request prepared in Lotus 123.

BUDGET LEVEL

BUDGET YEAR:

Baseline \$_____

BUDGET LEVEL: _____ % of Baseline	BUDGET REQUEST	STAFF-YEARS
Total	\$	
Incremental Change	\$	
Cumulative	\$	

Impact on program at this funding level:

(Use this section for all levels. Describe in narrative detail how the program will be affected if funded at this level, i.e., fewer herds will/will not be tested, certification programs will/will not be implemented, class-free status will be achieved, etc.) If additional space is needed, attach a separate sheet.

(Use this section for levels above 100% baseline level. Describe in detail how the increase will advance the program and provide the number of staff-years and category of employees needed to accomplish the activities, i.e., brucellosis-free status, implementation of certification programs, etc. If the increase will not provide for change in productivity measures, state this fact and indicate any other reasons the requested amount is needed, i.e., inflation, relocation from GSA space to a building requiring an agency lease which amounts to \$_____ Per annum, etc.) If additional space is needed, attach a separate sheet.

Submitting Organization: _____

Budget Unit or Category: _____

Program: _____

EXHIBIT III

Exhibit III is a sample budget request prepared in Lotus 123.

ATTACHMENT A

Instructions for Preparing Area WBBS Packages

In addition to the instructions contained in the automated system WBBS User Manual, the following guidelines apply to WBBS work plans for FY 1999.

A. WBBS WORK PLANS

FY 1999 WBBS Workplans Packages may be prepared as in past years by (1) forecasting workload for individual units or (2) by forecasting total hours planned for each 5th-order as appropriate.

Each region will be responsible for determining which method of forecasting Areas will use. There is no requirement that all Areas within a region follow the same method.

The necessary changes in the automated system to accommodate both methods of forecasting work have been accomplished by CEAH. Basically forecasting hours by 5th-order requires that a single form 8-71 and 8-72 be prepared for each program in order for the automated system to accumulate data for the 8-73 and 8-74 forms. In this case the work-count for forecasting purposes will be Hours per Month with a count of 12, although eventually actual hours of work accomplished will be reported on VS form 8-79 rather than reporting 1/12 of the hours forecast.

There will not be a single AHMS 5th-order for FY 1999. Work will continue to be forecast for each of the programs either by 4th-order or total hours by 5th-order.

B. NATIONAL ANIMAL HEALTH MONITORING SYSTEMS (NAHMS)

The National Animal Health Monitoring Systems (NAHMS) staff will issue guidelines and instructions directly to Regional Directors relating to the forecasting of NAHMS workload for FY 1999. Area Veterinarians in Charge (AVIC) should consult with their Regional Director to determine if their state will be included in the system and the level at which workload should be projected.

C. SUBMISSION OF WBBS PACKAGES TO RMS

Regions should submit the following to RMS from each Area's WBBS package:

- VS 8-73 - Two sets in program sequence
- VS 8-74 - One Copy
- VS 8-77 - One Copy

FY 1999 Budget Instructions for Regional Offices

I. AREA DELIVERY

A. **Appropriated Funds.** Area Delivery (AD) requests for appropriated funds will include all activities charged to funded programs through distributable, direct charge accounts, and IT. Separate Forms VS 8-75B, Budget Request (Baseline), and 8-75C, Budget Level (Baseline), will be required for each program and budget level. **A summary Form VS 8-75B capturing the Region's total budget request for AD at each specified level is also required.**

B. **Non-appropriated Funds.** As applicable, each Region will prepare one budget each for Animal Import Center, Harry S Truman Import Center, Export User Fees, Import User Fees, Illegally Imported Birds, and Commercial Bird Quarantine Stations. Budgets for non-appropriated funds, at the 100 percent level only, will be placed on Form VS 8-75B. The VS 8-75C is not required for budgets for this category.

II. REGIONAL OFFICE DELIVERY (ROD) AND REGIONAL OFFICE SUPPORT (ROS)

Referencing baseline amounts and using Forms VS 8-75B and 8-75C, ROD and ROS budgets will be prepared at the aforementioned levels. All Regional Epidemiologists will be included in the budget for ROD so that adjustments can be made between accounts affected.

The automated version of WBBS Form 8-77, Budgeted Positions, must accompany ROD and ROS budgets to show the names, grade levels, and staff years of the personnel included in ROD and ROS budgets.

Do not distribute ROD and ROS budgets to programs as this will be done by RMS. However, to assist with this step, please provide, on a separate sheet, the names of the Regional Epidemiologists included in the ROD budget. Please denote the estimated percentage of time each Regional Epidemiologist spends on each funded programs. The total for each Regional Epidemiologist should equal 100 percent.

General Instructions for New Initiative Proposals

I. New Initiatives

A. Project proposals must be submitted, not to exceed two singled-spaced typewritten pages.

B. A budget and a brief description of the project, including a clear statement of objective, must be presented on Form VS 8-75D. The budget must reflect only the funding needs above and beyond normal expenditures. Budget for salaries and benefits for temporary employees, overtime, additional travel expenditures, equipment, supplies, contracts, etc., but do not request funding for regular salaries and benefits that are already imbedded in the primary budget package. Conversely, the total staff year needs for the project must be recorded in the upper right corner of the VS 8-75D.

1. General Instructions for Completing Form VS 8-75D

a. Line 1, enter submitting organization.
Example: Western Region, California.

b. Line 2, enter a project name. Example: Swine Futures.

c. Line 3, enter in a column labeled "Itemized Amounts" the requested amounts by object\sub-object class. Enter in the column labeled "Total" the total for the major object class (total for 1100, 1200, etc.) Enter the total request on line 4.

d. Line 5, Description of Activities. Provide a clear statement of objective that identifies who, what, when, and where.

**General Instructions for Completing
Forms VS 8-75B and 8-75C**

I. FORM VS 8-75B (12/95), BUDGET REQUEST

A. Line 1, enter submitting organization. Example: Western Region, CEAH, Cattle Diseases Staff.

B. Line 2, enter budget unit or category. Example: Area Delivery, Regional Office Delivery, Animal Import Centers, Import User Fees, Commercial Bird Quarantine Stations.

C. Line 3, enter program, if applicable. Example: AHMS, Brucellosis, Import-Export.

D. Level I - 85% or less to 95 percent, referencing baseline (by program, if applicable), enter in column labeled "Itemized Amounts" the requested amounts by object/sub-object class. Enter in the column labeled "Total" the total for the major object class (total for 1100, 1200, etc.). Enter the incremental total on Line 4 and the cumulative total on Line 5.

E. **Levels II and III**, enter **ONLY** the incremental increase amounts in the "Itemized Amounts" and "Total" columns for each sub/major object class for all levels above I. Enter the incremental total for the respective level on Line 4 and the accumulative total on Line 5.

F. Requests above Level II, 100 percent, are optional.

II. FORM VS 8-75C (12/94), BUDGET LEVEL

A. Level II (100 percent of Baseline) and below. Directors will develop impact statements demonstrating how the program will be affected by a decrease in funding when compared with the baseline (e.g., fewer herds will be tested, certification programs will/will not be implemented, etc.). New developments or trends that will affect the program should also be identified.

B. Increases above the 100 percent Level. For increases above the 100 percent level of the baseline, justification narratives must be written and include, in detail, how the increase will advance the program; e.g., BR-Free State, implementation of certification programs, etc. The justification must also include the number and category of additional staff years needed to accomplish the activities.

C. All levels must include the number of staff years for each program.